

Row Nova Scotia  
Provincial Team Outdoor Training Location

Request for Proposal



Deadline for submission: January 12, 2018

Email: [rowing@rowns.ca](mailto:rowing@rowns.ca)

# Table of Contents

Introduction .....	3
Technical Proposal Requirements .....	4
Facility (50 point value) .....	4
Equipment Storage (scored out of 30):.....	4
Facility Access (scored out of 10):.....	4
Location (scored out of 10): .....	4
Daily Training Environment (35 point value) .....	5
Water Access (score out of 20): .....	5
Course (scored out of 10): .....	5
Technical Support (scored out of 5): .....	5
Support System (15 point value) .....	5
Relationship (scored out of 10): .....	6
Coaching and Volunteering (scored out of 5): .....	6
Submission Details .....	6
Offer to Negotiate.....	6
Contract .....	7
Questions and Clarifications .....	7
Appendix .....	7

# Introduction

Row Nova Scotia (Row NS) is a non-profit organization that works to grow, promote, and develop the sport of rowing across the province of Nova Scotia. Stemming from a long-standing legacy of achievement, Row Nova Scotia is constantly striving for excellence and the pursuit of speed from its rowers. Guided by ambition and bolstered by education, Row NS develops and supports rowing excellence – at all levels.

In recent years, the Row NS Provincial Team has operated from and stored its equipment at a number of different clubs across Nova Scotia. As the program continues to grow and expand in athlete development, participation, and performance, Row NS would like to secure a permanent outdoor training location for the operation of the provincial program.

This Request for Proposals will provide the necessary details for interested parties to submit a proposal for the Row NS Provincial Team outdoor training location. The goal is to have a multi-year contract in place beginning in the Spring of 2018. We are currently seeking a four-year contract with the possibility of extension.

Following the Expression of Interest that was circulated to all Row Nova Scotia clubs in November, the Board of Directors is now opening the Request for Proposals to clubs that expressed interest. For those clubs who express interest, the selection criteria are outlined below, detailing the minimum requirements for the club proposals.

All proposals will be considered confidential and the property of Row NS upon submission, and will be evaluated based on the same fair, and equitable criteria as laid out in the Appendix of this Request for Proposals. The proposal must be completed and submitted to Row Nova Scotia by email ([rowing@rowns.ca](mailto:rowing@rowns.ca)) no later than January 12, 2018 at 5:00 PM AST. Row NS is not required to accept any proposal.

Thank you for your consideration,

Row Nova Scotia

# Technical Proposal Requirements

The submitted proposal must meet the minimum requirements as decided by the Row NS RFP Committee as detailed below. If it does not, the bid may not be considered any further by the Row NS RFP Committee. Services above and beyond the minimum requirements will be considered an asset in the scoring of each proposal. A full breakdown of criteria scoring can be found in the Appendix.

Please include detailed information on each of the following in your proposal:

## Facility (50 point value)

Row NS is searching for a club that has the infrastructure and facilities in place in order to effectively house the Provincial Team. The club must have the space to store Row NS equipment properly, infrastructure in place for the rowers to prepare for practice, and be located conveniently for the team.

### Equipment Storage (scored out of 30):

Minimum requirements:

- a) ability to store a minimum of 6 singles and 2 double/pair rowing shells;
- b) ability to store a minimum of 10 sets of oars; and
- c) ability to store a minimum 1 safety boat;

Considered an asset:

- a) The ability for increased storage up to 7 singles, 2 double/pairs and an additional boat in the future;
- b) the ability for increased storage up to 15 sets of oars in the future; and
- c) access to a locker or storage area for timers, tools, and other miscellaneous items.

### Facility Access (scored out of 10):

Minimum requirements:

- a) access to women's and men's changing areas;
- b) access to drinking water; and
- c) access to the rowing club during hours of operation.

Considered an asset:

- a) access to day use locker storage for provincial team members;
- b) reasonable access to erg use upon agreement between club and provincial team coach; and
- c) reasonable access to club equipment (including but not limited to rowing shells, oars, safety boats) upon agreement between club and provincial team coach.

### Location (scored out of 10):

Minimum requirements:

- a) reasonable commute for the majority of provincial team members;

Considered an asset:

- a) access to free parking;
- b) alternative transportation methods (including bus, walking, biking, or ferry); and
- c) located within reasonable distance to food, accommodation, and other services.

## **Daily Training Environment (35 point value)**

Row NS believes that the daily training environment of the Provincial Team rowers is crucial to their development as athletes. This means that the Provincial Team must have access to the water and docks at required times, a race course that is suitable for training on, and the technical support at the club to operate and manage these supports.

### **Water Access (score out of 20):**

Minimum requirements:

- a) shared access to docks and course between the hours of 5:15am-11:00am and 3:00pm-7:00pm daily from March 21 to November 15;
- b) shared access to docks and course for provincial team camps; and
- c) 40m of usable dock space that is no higher than 10 inches out of water.

Considered an asset:

- a) full access to docks and course between the hours of 5:15am-11:00am and 3:00pm-7:00pm daily from March 21 to November 15;
- b) access to docks and course at all hours of operation;
- c) full access to docks and course for provincial team camps, upon agreement with club coach and provincial team coach with 1 month advance notice.

### **Course (scored out of 10):**

Minimum requirements:

- a) 2000m+ of navigable waterway

Considered an asset:

- a) 2000m+ of unimpeded waterway;
- b) Fully buoyed course; and
- c) Club has controlled access to waterway.

### **Technical Support (scored out of 5):**

Minimum requirements:

- a) ability for the club to maintain course, docks, and club facilities.

## **Support System (15 point value)**

Row NS believes that having a strong support system in place at the club is important to operating an effective club. This means that the club has ownership of the venue and course or has a strong working relationship with the group that does, is open and capable to having a strong working relationship with the

Provincial Team and Provincial Team Coach, and the club has a pre-existing coaching and volunteering base that supports the club.

### **Relationship (scored out of 10):**

Minimum requirements:

- a) club has a strong working relationship with the facility or venue management group;
- b) club has a strong working relationship with the group that controls of the course; and
- c) club and club coach is open to sharing equipment with provincial team coach as needed when agreed upon by both parties in advance.

Considered an asset:

- a) club is the owner and operator of the facility or venue;
- b) club is the owner and operator of the course; and
- c) club has a strategic priority to develop provincial team athletes.

### **Coaching and Volunteering (scored out of 5):**

Minimum requirements:

- a) club has dedicated rowing coaches with rowing specific NCCP training;
- b) club has coaches actively involved at Provincial Team camps; and
- d) club has dedicated volunteers that give back to rowing community.

Considered an asset:

- a) club has at least one coach with RCA Performance Coach certification; and
- b) club has coaches with RCA Coach and LTR Instructor trained or certified certifications.

## **Submission Details**

The above document outlines the minimum requirements Row Nova Scotia requires to offer an opportunity to negotiate for the Row NS Provincial Team Outdoor Training Location.

For those clubs who expressed interest, the proposal must be completed and submitted to Row Nova Scotia by email ([rowing@rowns.ca](mailto:rowing@rowns.ca)) no later than January 12, 2018 at 5:00PM, AST in Adobe Portable Document Format (PDF).

## **Offer to Negotiate**

An offer to negotiate may be given to one of the clubs that submits a proposal. This offer will be awarded by the Row NS RFP Committee. Only the chosen club will be notified until such a time that the chosen club has agreed to negotiate. At this time, an announcement will be made to all clubs in Nova Scotia informing them that an offer to negotiate has been accepted. A further announcement may be released upon the potential successful negotiation of a contract.

All negotiations of compensation and fees will be negotiated once the deadline for proposals has passed. Row NS believes in being fiscally responsible and making our rowing programs financially accessible. Fees and compensation charged to Row NS must be within budgetary constraints.

## Contract

Proposals shall be valid for a period of at least one hundred and twenty (120) days from the proposal due date. If a written agreement cannot be reached within thirty (30) days with the selected organization, Row NS may terminate negotiation and reject the submission.

Any contract that is reached will be subject to a one (1) year probationary period during which Row NS has the option to terminate the contract without cause. A thirty (30) day notice will be provided if Row NS should choose to option this clause.

## Questions and Clarifications

The requirements specified in this Request for Proposals reflect those presently known. If there are any modifications, errors, ambiguities, or omissions to the Request for Proposals, an addendum will be issued by Row NS and posted on the Row NS website. The Addenda will be posted at least 5 days prior to the submission deadline.

All requests for clarification must be directed in writing via e-mail to Patrick Thompson at [rowing@rowns.ca](mailto:rowing@rowns.ca) no later than January 8, 2018 at 5:00PM, AST.

## Appendix

Table 1: Technical proposal scoring breakdown.

<b>Technical Proposal Criteria</b>		<b>Value</b>	<b>Score</b>
Facility			
	Equipment Storage	30	
	Water Access	10	
	Location	10	
<b>Facility Total</b>		<b>50</b>	
Daily Training Environment			
	Water Access	20	
	Course	10	
	Technical Support	5	
<b>Daily Training Environment Total</b>		<b>35</b>	
Support System			
	Relationship	10	
	Coaching and Volunteering	5	
<b>Support System Total</b>		<b>15</b>	
<b>Total</b>		<b>100</b>	